



School Policies & Other Programs

Attendance Policy

School Hours are either 8:00 am to 3:00 pm or half day from 8:00 am to 12:00 pm. Students may arrive as early as 7:30 am and report to the Café. Students arriving after 8:05 will be considered tardy. Tardies may accumulate and count as days absent. All students should be picked up no later than 5:30 pm.

Parents should not wait outside the classroom door for your child. Your child's, as well as other children's attention, can easily be taken away from the instructional task. This also causes unnecessary congestion at dismissal time.

Regular attendance is important for proper progress in skill development and in keeping up with many activities taking place in the school. If a child is sick, however, he should not be in school. When a student is absent because of illness or family emergencies, he/she should bring an excuse from home to the teacher upon his/her return to school.

Under state law unexcused absences of five or more days will be referred to juvenile court. Perfect attendance certificates are awarded at the end of the school year to students who have not been absent or tardy.

Under state law students are required to be in school 3 hours in order to be counted present. This means that if you schedule an appointment (doctor and dentist, etc.) or if your child gets sick at school, he/she must leave after 11:30 am in order to be counted present for that day. Students must arrive at school before 12:30 pm in order to be counted present for the day.

By Board Policy, students who miss 18 days (10% of the school year) must receive a waiver before promotion can take place. This information may be helpful in scheduling appointments. When possible, we request that appointments be scheduled after school hours so that the student will not miss valuable instructional time. If your child must leave during the school day, they should be checked out at the office.

Change of Address or Phone Number: Parents must keep the school posted given any change of address or phone number. They should ensure there is at least one emergency number in case of an accident or illness.

Dress Code: Dress code is the responsibility of the students and their parents. Personal appearance and dress should meet reasonable safety, health and decency standards so as not to cause a disturbance in the educational process.



Classroom Interruptions: To create and maintain the best learning environment for students, interruptions during instructional times must be avoided. Parents should make all necessary arrangements with their child and be certain that their child has his/her lunch, Café ticket, homework assignments, permission slips, and/or books before school begins. If a parent needs to deliver something to their child after the school day begins, please check with the head of school before going to the classroom.

Café: Students will be served milk at lunch. While in the Café, students will follow all of the SPA Expectations (Lifelong Guidelines, Lifeskills and Campus Procedures). During lunchtime, students may sit and remain seated where they choose, talk quietly and clean up after themselves. To comply with Federal Guidelines, food or drink purchased at fast food establishments may not be brought into the Café during lunch. Canned or carbonated drinks beverages may not be brought into the Café. Parents are always welcome to join us at mealtime. To insure an accurate lunch count and prepare an adequate amount of food, it would be helpful if you sent a note or called the office before 10:00 am on the days parents or grandparents intend to eat. Parents should check with your classroom teacher concerning the class lunch schedule.

Field Trips: Written permission agreements will be obtained from a parent or guardian of each student participating in a field trip or break session activity. Blanket agreements may be obtained for walking field trips provided that parents are notified in advance.

Conferences: There are 4 scheduled evaluation periods including 3 parent and teacher conferences and a final student directed portfolio conference. Parents or teachers may request a conference at any time. Parents should contact their child's teacher before or after school to schedule a conference. The Head of School is always available for conferences. If a student is absent from school and the parent would like to pick up any homework assignments,

the parent should call the student's teacher before 11:30 am. Assignments will be ready for pick up by 3:30 pm.

Medication Policy: School personnel and health personnel are not allowed to administer medication (antibiotics, aspirin, etc.) to students at school unless the parent gives written permission. When necessary, they parent should administer medication before and after your child attends school.

Intercession and Summer Programs: In collaboration with the Sylvan Learning Center, which is co-located on-site with the school, students may be enrolled during intercession breaks in Sylvan Mini Camps. Sylvan Leap and Learn camp and High School course recovery is also offered during the summer.

Exemplary Plus Program: This program utilizes the expertise of parents and community resources to extend classroom experiences. Parents or family members are required to complete 9 or more hours of service to the school each year.

